MEETING MINUTES – SC Enterprise Information System (SCEIS)

Date of Meeting:	Tuesday, December 18, 2007
Time and Location:	10:30 p.m. – 11:30 a.m. 1st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	Joy Stagg

1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Eddie Gunn	SC Budget and Control Board
Sheila Breitweiser	SC School for the Deaf and Blind (conference call)
Brenda Hart	SC Department of Mental Health
Mike Garon	Dept. of Revenue (sitting in for Ray Stevens)
Clint Leach	Senate Finance
Ben Homeyer	House Ways and Means Committee
Jim Bryant	Division of the State CIO
Sam Wilkins	Budget & Control Board, OHR

Ex-officio Members Present:

Chuck Fallaw	Division of the State CIO
Pat O'Cain	Division of the State CIO

2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ Project Status Updates
- ✓ Independent Verification & Validation Report on Phase 1A
- ✓ Update on SOW discussions
- ✓ Questions/Answers

3. Meeting Notes, Decisions, Issues

a. The Agenda was adopted as presented.

b. The Minutes from November 15, 2007, were adopted.

c. Chuck Fallaw gave an update on the status of the Project; Phase 1B expected to Go-Live early March 2008.

d. John LoPresti gave an overview of the Independent Verification & Validation (IV & V), which included the responsibilities and objectives, documentation reviews, schedule of deliverables, and final presentation of what they did. John also discussed his findings regarding training and personnel issues.

e. The Committee agreed for the Election Commission to be deferred from 1B to 2 and instructed the SCEIS' Team to investigate and recommend a potential replacement agency for 1B.

f. There was a brief discussion regarding issues with the implementation of SAP's Document Builder module. The State has asked that it produce Word formatted documents in addition to the PDF standard. This has proved problematic but the team continues to work toward that goal. Currently this is not impacting the system going forward however the committee requested an update at the next meeting.

g. Pat O'Cain gave an update on the SOW discussions.

h. Meeting adjourned at 12:23 p.m.

4. Action Items

	Action	Assigned to	Due Date
a.	Find replacement member for Sheila Breitweiser	Nat Kaminski	01/14/08
	Status		

5. Next Meeting

Date:	Monday, January 14, 2008	Time:	10:30 a.m.-11:30 a.m.	Location:	1st Floor Governor's Conference Room Wade Hampton Building
Agenda:					